



UTTOXETER TOWN COUNCIL

RECOMMENDATIONS OF THE POLICY AND PLANNING COMMITTEE ARISING FROM ITS MEETING HELD IN THE ALAN DEAN SUITE, UTTOXETER TOWN HALL ON TUESDAY, 22 MARCH 2022 AT 10.00 AM

Chair – Councillor M Williams

Councillors: Z Krupski, N Lowe, L Sylvester, MA Trenergy
Officer in attendance – T Jeffery, Town Clerk

1. CHAIR'S WELCOME

The Chair provided a brief on the fire procedure in the event of a fire, provisions of the Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014" and the use of mobile phones during the meeting.

2. APOLOGIES FOR ABSENCE

(a) The Clerk reported that approved apologies had been received from Councillors H Headech, P Lancaster and C Sylvester (ex-officio).

RECOMMENDED that the same be noted and approved.

(b) To minute the names of Councillors who are absent, and apologies have not been received.
Councillor R Hawkins.

RECOMMENDED that the same be noted.

3. PUBLIC PARTICIPATION

In accordance with Standing Order 3(e-h), the meeting be adjourned for up to 15 minutes to allow for public participation where members of the public may make representations, answer questions and give evidence at a meeting which they were entitled to attend in respect of the business on the Agenda.

The period of time designated for public participation at a meeting as in accordance with standing order 3(e) shall not exceed (3) minutes unless directed by the Chair of the meeting. It was noted that Members of the public may not take part in the Council meeting itself.

It was noted that no members of the public were in attendance.

4. DECLARATIONS OF INTEREST

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which was not included in the register of interests. Members were reminded that they were required to leave the room during the discussion and voting on matters in which they had a disclosable pecuniary interest, whether or not the interest was entered in the register of members' interests maintained by the Monitoring Officer.

None received.

5. ESBC – TREE PRESERVATION ORDER NO. 432 – 28 WEAVER ROAD, ST14 7BE

The Clerk reported receipt of an email dated 17 February 2022 received from ESBC's Planning Manager informing Committee that a TPO came into force, on a temporary basis on 17 February 2022 and would remain in force for six months. During this time, ESBC would decide whether the Order should be made permanent. Committee was asked to provide any comments or objections in writing by 25 March 2022, as forwarded to Members on 18 February 2022. Committee instruction was sought.

RECOMMENDED that Committee had no comment to make at this stage.

Signed: Date:

6. UTTOXETER NEIGHBOURHOOD PLAN – REVIEW

Committee was asked to consider commencing the review of Policies as included within the Uttoxeter Neighbourhood Plan. Committee instruction was sought.

The Chair reported that the Plan may need to be reviewed to include biodiversity and sustainability measures that were now in place along with referencing to Section 106 requirements.

She reported that Government were currently reviewing planning policies in general which could have an impact. Councillor Trener reported that as reported to the Parish Council Forum, ESBC would be reviewing the Local Plan this year which would also have an impact on the Town Neighbourhood Plan. Following due debate, it was

RECOMMENDED that:

- (i) The Clerk issue Members forthwith, with the link to the made Uttoxeter Neighbourhood Plan.
- (ii) Members review and make any comments to the Clerk on Section 1-5 in readiness for the next Committee meeting on 26 April 2022.
- (iii) The Clerk write to ESBC to seek a timetable for ESBC reviewing The Local Plan.
- (iv) The Clerk include the Uttoxeter Neighbourhood Plan – Review for consideration by Committee at its next meeting.

7. TR48.21 PROPOSED PUFFIN CROSSING, A518 OLD KNOTTY WAY, UTTOXETER

The Clerk reported receipt of an email dated 10 March 2022 received from SCC's Traffic Regulation Assistant informing Committee of the proposed puffin crossing on A518 Old Knotty Way, as forwarded to Members on 14 March 2022. Committees comments were sought.

RECOMMENDED that:

- (i) The Clerk liaise with SCC's Traffic Regulation Assistant to advise that Committee have no objections to the incorporation of the proposed puffin crossing on A518 Old Knotty Way.
- (ii) The Clerk liaise with County Councillor P Hudson and SCC's R Rayson to request that SCC refresh all crossing markings and mini roundabout markings throughout the Town to highlight presence accordingly.

8. RURAL MARKET TOWN GROUP

The Clerk reported receipt of the following emails:

- (a) Invitation to RSN Seminar: Rural Planning - 11am on 30 March 2022 Online via zoom, as forwarded to Members on 28 February 2022. It was noted that Councillor Williams would be attending the RSN Seminar.
- (b) Invitation to the RMTG Clerks Advisory Panel meeting - 18 March 2022 via zoom, as forwarded to Members on 1 March 2022. The Clerk reported that the Notes from the meeting would be issued in due course and reported that the meeting considered the following:
 - Local Councillor Vulnerability Panels and progression as soon as possible
 - RMTG working with NALC and future arrangements
 - RMTG Facebook Group which had been issued to Councillors Krupski and C Sylvester as Council's Representatives on the Vulnerability Panels (Young People Panel and Older People Panel)
 - RMTG and Covid-19 – How Uttoxeter coped prior to, during and after the pandemic, what Uttoxeter Council/Councillors, residents, community groups, etc carried out to help each other and Compassionate Communities
 - Neighbourhood Plans – Relevance and future needs. It was noted that more updates would be provided from National Government in due course
 - Government Levelling Up White Paper – Updates would be reported once available from Ministers
- (c) Invitation to the RMTG meeting - 28 March 2022 via zoom, as forwarded to Members on 1 March 2022. It was noted that Councillor Trener was unable to attend. It was noted that any Member could attend the meeting accordingly.

Signed: Date:

- (d) Further invitation to the RMTG meeting – 28 March 2022, as forwarded to Members on 8 March 2022.

RECOMMENDED that with respect to 8(a)-(d), the same be noted.

9. **ADDITIONAL INFORMATION ON P/2022/00195**

The Clerk reported that following the Council meeting held on 8 March 2022, she had emailed ESBC’s Planning Department on 9 March 2022 to, due to the insufficient detail included within the application, request more detailed information on the application.

Committee was advised that no response had been received. The Chair reported that she had further viewed the planning application which was to a tree located diagonally opposite the library area. It was noted that the tree was causing some damage to the boundary wall and the immediate area.

RESOLVED that with respect to P/2022/00195, Committee had no comment to make at this stage.

10. **PLANNING APPLICATIONS**

Committee gave consideration to the undermentioned Planning Applications:

- (a) P/2022/00188 - Formation of a Multi-Use Games Area - Bradley House Club, Bradley Street, ST14 7QA.
- (b) P/2022/00236 - Erection of a two storey side and single storey rear extension and alterations - 109 New Road, ST14 7DQ.
- (c) P/2022/00249 - Erection of a single storey rear extension - 48 Drovers Close, ST14 7FH.
- (d) P/2021/01546 - Installation of new shop front - 34 High Street, ST14 7HT.
- (e) P/2021/01547 - Display of two internally illuminated fascia signs - 34 High Street, ST14 7HT.

RESOLVED that with respect to Planning Application No.:

- (i) P/2022/00188, Committee objects to the planning application due to the following:
 - The application states that the membership is low for the Bowling Club however, Council believes the reduced membership to be solely due to the temporary impact of the Covid pandemic and to the decision of Bradley House to close the green in September 2021. It is our understanding that the Bowling Club wished to remain at the location;
 - There is not adequate Bowling provisions within the town as stated as Council believe both other bowling greens have demand exceeding their capacity, and this demand is only likely to increase as the town grows.
 - The facilities at Thomas Alleyne’s High School would be more suitable for 5-a-side football, rugby, etc, as the suggested use within the application (it being noted that ESBC and TAHS have earmarked funds for any repairs required to the sport/pitch provisions;
 - The noise impact that the proposed use would have on the school given its close proximity.
- (ii) P/2022/00236, Committee request that ESBC’s Planners ensure that the impact, the line of sight and proximity of this completed extension to the neighbouring properties is given consideration.
- (iii) P/2022/00249, Committee request that ESBC’s Planners ensure that the impact, the line of sight and proximity of this completed extension to the neighbouring properties is given consideration.
- (iv) P/2021/01546, Committee requests that the Planning Authority ensure that:
 - The frontage is commensurate to the conservation area;
 - Is in keeping with the surrounding buildings;
 - The proposed frontage is as in accordance with the Supplementary Planning Policy document regulations for shops frontages.
- (v) P/2021/01547, Committee requests that the Planning Authority ensure that:
 - The frontage is commensurate to the conservation area;
 - Is in keeping with the surrounding buildings;
 - The proposed frontage is as in accordance with the Supplementary Planning Policy document regulations for shops frontages/signage.

Signed: Date:

11. DEPARTMENT OF TRANSPORT - DRAFT ORDER WM/4957 PROPOSED STOPPING UP OF HIGHWAY AT THE PARKS, NEW ROAD, UTTOXETER ST14 5DS

The Clerk reported receipt of an email dated 3 March 2022 received from The Department of Transport in response to the comments made by the Committee. Committee was advised that *'Although the Council are not objecting to the Order, your email has been forwarded to the applicant, Connect Consultants Ltd, who applied for the Order in relation to the development that is to take place, to request that they contact you direct to address your concerns.'* Committee instruction was sought.

The Chair reported receipt of an update dated 7 March 2022 received from Connect Consultants Ltd advising Committee that *'the proposed footpath, between its start and end points has a level change of just 0.92m* in height. The overall length of the proposed footpath is 120m and therefore for each 10m in length the height of the footpath is changing by approximately 80mm. For all intents and purposes this is 'flat'. There will be four 'junction points' along the length of the proposed footpath. At the far north and south, the proposed footpath will join directly into the existing path surroundings and the path will be graded to suit. The proposed footpath will also cross the new access that will be built to serve the x14 houses. At this crossing point, dropped-kerbs and tactile paving will be provided (these are the paving stones that have the small golf-ball sized dots in them to assist those who are blind/visually impaired) to local authority specification. I trust that the above reassures you that the path is suitably accessible by all; can you confirm for me that you are content with this.'*

RECOMMENDED that the Clerk liaise with Connect Consultants Ltd to express Committees thanks for providing clarification and to advise that Committee had no further comments to make.

12. COMMITTEE IN PRIVATE – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the above Act it was requested that the public and press were not present due to the confidential nature of the business to be transacted and were asked to withdraw.

RECOMMENDED that the same be noted and approved.

13. COMPASSIONATE COMMUNITIES

As reported by the Mayor at the Council Meeting held on 8 February 2022 that *'As part of the Compassionate Communities, the Chair reported that he would be requesting that the Policy and Planning Committee under its Partnerships terms of reference, consider the following at a future meeting:*

- *creating an incentives scheme to celebrate and highlight the most creative compassionate organization, event, and individual(s) to form part of an annual award administered by a committee drawn from the Compassionate Community members. A 'Mayors Prize' will recognize individual(s) for that year those who most exemplify the Town's values of compassionate care.*
- *Work with local social or print media to encourage an annual town-wide short story or art competition that helps raise awareness of ageing, dying, death, loss, or caring.*

Committee instruction was sought. Following due debate, it was

RECOMMENDED that the Clerk liaise with the Mayor to advise that Committee requests that:

- (i) The creation of an incentive scheme be supported by the Town Mayor from his/her Mayoral Allowance provision for the suggested 'Mayor's prize';
- (ii) Due to GDPR and private information of individuals, all decision making on the recipient(s) should be considered by the Compassionate Communities Groups and not under the remit of the Council.

14. ALLOTMENTS UPDATE

For Committee information: Committee Recommended at its meeting held on 22 February 2022 that *'Councillors Williams, Headech and Trenery together with the Clerk, review documentation accordingly and be tasked with progressing with the permanent transfer of the freehold for the outstanding allotment sites including liaison with ESBC Officers, Ward Councillors and Borough Councillor Ashcroft, ESBC's Deputy Leader for Leisure, Amenities and Tourism.'*

Signed: Date:

The Clerk reported receipt of an email dated 23 February 2022 received from ESBC advising that with respect to:

- (a) Westlands Road Allotments – ESBC aim to respond to the enquiries raised by the Town Council’s Solicitor shortly and that they were hopeful this would allow ESBC’s Solicitor to approve the lease agreement and progress the matter. Following due debate, it was

RECOMMENDED that Clerk be tasked forthwith with writing to ESBC’s Solicitor to:

- (i) Seek an update on the Agreement for Westlands Road Allotments;
- (ii) Advise that Town Council’s preferred option would be for ESBC to transfer the freehold to the Town Council for all allotments within the Town.

- (b) Millfield Allotment – ESBC needed to draft the transfer documentation. ESBC’s Solicitor would aim to do this as soon as possible. The Chair perused the documents including the plan provided from Council’s Solicitor as dated September 2019 as received from ESBC. Following due debate, it was

RECOMMENDED that Clerk be tasked forthwith with writing to ESBC’s Solicitor to:

- (i) Clarify the area included within the transfer registration documents;
- (ii) Request that the freehold for the area currently registered to ESBC be transferred to the Town Council forthwith;

- (c) Victoria Allotments - A Land Registry form (Statement of Truth in support for adverse possession) was to be submitted to the Land Registry confirming that the Council had been using the access way for a number of years. Following which, ESBC could proceed with the lease to the Town Council. She reported that ESBC had advised that the other alternative was for the Town Council to lease the land as it currently stands and deal with the access way in the future. Committee instruction was sought. Following due debate, it was

RECOMMENDED that Clerk be tasked forthwith with writing to ESBC’s Solicitor to request that ESBC continue to deal with the access issues and with the Land Registry submission as reported, prior to further discussion on the Lease/Freehold for Victoria Allotments with the Town Council.

It was noted that the Chair reported that with respect to Park Avenue Allotments, as agreed by the previous administration, the Town Council had the allotments on a 99-year Lease from ESBC. She confirmed that Alexandra Crescent was under the ownership of the Town Council.

15. S106 UPDATE

- (a) The Chair reported that during the meeting with ESBC’s Planning Manager on 18 February 2022 the following had been discussed:

- The Planning Manager would update the S106 funding schedule;
- She would update the proposals on the way forward on S106 requests/funding opportunities,
- ESBC had no plans at this time to change to Community Infrastructure Levy (CIL) for planning.

Committee was advised that no updated documents had been received at this time.

RECOMMENDED that Clerk seek an update on the S106 funding schedule and an seek and update the proposals for the way forward on S106 requests/funding opportunities.

- (b) The Clerk reported receipt of a S106 Presentation as received from ESBC’s Planning Manager for Members information, as emailed to Members on 21 February 2022.

RECOMMENDED that the same be noted.

16. **GREEN SPACES PROJECTS**

The Clerk reported that no update had been received from Everyone Active. Committee instruction was sought.

RECOMMENDED that the Clerk be tasked forthwith to liaise with Everyone Active to seek an update on the bowling provisions for Pennycroft Community Park.

17. **UTTOXETER NATURE RECOVERY NETWORK**

The Chair provided Committee with an update on the Biodiversity Open Day held on 24 February 2022 within the Town Hall as follows:

- There was an excellent turnout for this event at which speakers from a range of local biodiversity organisations showcased the work that they were doing, their plans for future projects and how they were supporting the local area;
- The event started with a welcome and short background on the origins of the UNRN from her as Chair and Ms Copeland explained 5 impact areas of the Network which were:-
 - Making Uttoxeter Greener
 - Developing an Insect Friendly Uttoxeter
 - Engaging Young People
 - Expanding Habitats for Wildlife
 - Species Focus (Hedgehogs & Swifts)
- Each group was given the floor for 5 minutes which was inspiring to hear about all the wonderful projects taking place. The groups represented were:
 - Uttoxeter Nature Recovery Network
 - Sustainable Uttoxeter
 - Plastic Free East Staffordshire
 - Sustainable Society
 - Transforming the Trent River Valley Landscape Partnership
 - Tean Valley Meadow
 - Burton Conservation Volunteers
 - Bumblebee Conservation Trust
 - Go Garden
 - Friends of Bramshall Road Park
 - Soil Association
 - Explore Our Nature
 - Hoglets Wildlife Education
 - Fairtrade Uttoxeter
 - North Staffs Community Rail Partnership
- Following the speakers there was time to network and to speak to all the different organisations in more detail.
- The event enabled different organisations to better understand what was happening locally and how to look at working collaboratively to contribute to climate action and minimise biodiversity loss.

RECOMMENDED that the same be noted.

The meeting closed at 11.40 am.